



September 1, 2015

KANSAS BULLETIN NO. KS360-15-13

SUBJECT: PER—Telework Policy Changes

Action required by: September 15, 2015

Purpose: To inform Natural Resources Conservation Service (NRCS) employees of eligibility policy for telework and the annual eligibility notification

Expiration Date: September 30, 2016

National Bulletin [360-14-21](#), Telework Position Eligibility, outlines telework policy for NRCS that is aligned with Departmental Regulation. Please use [Form AD-3018](#), “USDA Telwork Agreement” for any new or updated telework agreements.

The Department of Agriculture (USDA) has set a goal for each agency to have at least 60 percent of the telework-eligible employees on core telework agreements. Core telework is defined as regularly scheduled and recurring telework for a minimum of one day per pay period. Kansas currently only has about 10 percent of its eligible employees on core telework agreements. Employees are encouraged to have discussions with their supervisor about the possibility of entering into a core telework agreement. Supervisors should understand the telework requirements and are encouraged to support discussions in an effort to increase core telework agreements.

For employees that **do not have** an existing telework agreement in place and those employees that **have not opted-out**, supervisors need to ensure that employees complete a new form requesting an agreement or selecting to opt-out using [Form AD-3018](#). These requests are to be completed and submitted to Diane D. Edwards no later than **September 15, 2015**. **All other employees are to review their existing telework plan** with their supervisor and update or make any necessary changes or corrections as needed. Once all telework agreements have been reviewed, area office assistants will be notified so they can forward this information to Diane D. Edwards, diane.edwards@ks.usda.gov **no later than September 15, 2015**.

Contact: Loren L. Graff, loren.graff@ks.usda.gov, 785-823-4521 or Diane D. Edwards, diane.edwards@ks.usda.gov, 785-823-4575

(signed)

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